



# WASHINGTON STATE EMPLOYMENT OPPORTUNITY

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## WASHINGTON STATE DEPARTMENT OF REVENUE

1025 Union Avenue SE ♦ PO Box 47463 - Olympia, WA 98504-7463  
(360) 570-6181 ♦ FAX (360) 664-0658 ♦ TDD/TTY (360) 664-0580

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### WASHINGTON MANAGEMENT SERVICE RECRUITMENT ANNOUNCEMENT

POSITION: **Tax Administration Manager**

LOCATION: Tumwater, WA

COMPENSATION: \$50,436 - \$61,644 annually D.O.Q. (WMS Band 2)  
We offer a solid benefit package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life and long-term disability insurance coverage options.

WHO MAY APPLY: This recruitment is open to all interested candidates. Prior to any new appointment into the Washington State Department of Revenue, a background check will be conducted.

AGENCY PROFILE: The Department's mission is to fairly and efficiently collect revenues and administer programs to fund public services, advocate sound tax policy, and continuously improve the quality of its service.

The Department employs approximately 1,000 employees in classifications ranging from property tax appraisers, revenue agents and revenue auditors, to foresters, information technology systems analysts and excise tax examiners. The headquarters of the organization is located in Olympia, Washington with 13 field offices geographically located throughout the state. The Department also employs several auditors in out-of-state locations.

DUTIES: Manages and directs the activities of a unit within the Washington State Department of Revenue's Taxpayer Account Administration division, providing fair and uniform application of tax laws and promoting an optimal level of accurate tax reporting and payment through efficient tax administration and taxpayer education. This position is required to plan strategies to meet division program objectives and implement tax programs within division budget and staffing constraints.

DESIRABLE QUALIFICATIONS: Desirable candidates will possess a college degree and knowledge of tax administration practices and principles. In addition, desirable candidates will demonstrate constructive conflict resolution skills including the ability to develop a comprehensive range of alternatives before coming to final decisions. They should have the ability to work effectively in a complex and changing environment. Additional consideration will be given to candidates with experience in excise tax administration, electronic filing and electronic payments.

**KNOWLEDGE AND  
SKILLS:**

This position requires a working knowledge and full utilization of management principles, long range planning, communication techniques, systems analysis and design, budget management, cost benefit analysis, training needs assessments, human resource management practices and principles, delegation, motivating and mentoring.

Applicants must have a working knowledge of project management, general management principles, effective oral/written communication techniques, Washington State Merit System rules and regulations including affirmative action and diversity.

This position requires knowledge of the Washington Revenue Act of 1935, as amended: rules, policies and court decisions. The ability to effectively manage the operation of multiple tax administration programs in a constantly changing technological environment is required.

Knowledge of the Department's computer systems used to maintain and adjust taxpayer information, including the Electronic Filing System (ELF), is highly desirable.

**CONDITIONS OF  
EMPLOYMENT:**

Work is generally performed in an indoor office environment and generally involves a high degree of concentration. Must be able to work on multiple projects simultaneously and may be required to work extended hours. This position does not require the use of specialized equipment and there are no known hazards or hazardous materials to which the employee may be exposed. Must be able to work in a non-smoking environment.

**INTERESTED APPLICANTS  
SHOULD SUBMIT:**

A letter of interest briefly describing how you meet the knowledge, skills and desirable qualifications; a resume listing name of employers, dates of employment, and education; and a minimum of three employment references with current telephone numbers to include one supervisor, one peer (if applicable) and one person outside of your immediate work environment.

We request that you complete and return the attached Profile Data Sheet. Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

**Application materials must be received in the Office of Human Resources by 5:00 PM on the closing date of the recruitment announcement to the following address:**

Washington State Department of Revenue  
Office of Human Resources  
ATTN: Eric Magbaleta  
P.O. Box 47463  
Olympia, Washington 98504-7463  
E-mail: [ericm@dor.wa.gov](mailto:ericm@dor.wa.gov)

THE WASHINGTON STATE DEPARTMENT OF REVENUE IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, RACIAL AND ETHNIC MINORITIES, PERSONS OF DISABILITY, PERSONS OVER 40 YEARS OF AGE, AND DISABLED AND VIETNAM ERA VETERANS ARE ENCOURAGED TO APPLY. PERSONS OF DISABILITY NEEDING ASSISTANCE IN THE APPLICATION/TESTING PROCESS, OR THOSE NEEDING THIS JOB ANNOUNCEMENT IN AN ALTERNATIVE FORMAT, MAY CALL OFFICE OF HUMAN RESOURCES AT (360) 570-6175, TTY (360) 664-0580.

**Washington State  
Department of Revenue  
APPLICANT PROFILE DATA FORM**

Completing this form will enable the Washington State Department of Revenue to assess the many talents and skills that are available throughout it's workforce. To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available *only* to authorized personnel. Please review the Affirmative Action Definitions at the bottom of this page.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**1.** What race or culture do you consider yourself? *If you are more than one race, please check "Other Race".*

- |   |                                    |                                    |                                   |                                    |                                     |
|---|------------------------------------|------------------------------------|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Aleut  | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Filipino  | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Korean    | <input type="checkbox"/> Spanish    |
| <input type="checkbox"/> Asian  | <input type="checkbox"/> Chinese   | <input type="checkbox"/> Guamanian | <input type="checkbox"/> Indian   | <input type="checkbox"/> Laotian   | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Black  | <input type="checkbox"/> Eskimo    | <input type="checkbox"/> Hawaiian  | <input type="checkbox"/> Japanese | <input type="checkbox"/> Latino(a) | <input type="checkbox"/> White      |
| <input type="checkbox"/> Other Race (specify indicate race or culture): _____ |                                    |                                    |                                   |                                    |                                     |

If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes:

☐ Multi-Racial \_\_\_\_\_

(Affirmative Action Preference)

**2.** Are you: ☐ Male ☐ Female

**3.** Have you ever been on active duty in the U.S. Armed Services? ☐ Yes (if checked, see 3a and 3b) ☐ No

**3a.** Dates served: from: \_\_\_\_\_ to \_\_\_\_\_ **3b.** Are you a disabled veteran? ☐ Yes (\_\_\_\_ %) ☐ No

**4.** Do you have any physical, sensory, or mental condition that substantially (rather than slightly) limits any of your major life functions, such as: walking, speaking, seeing, hearing, breathing, working, learning, caring for oneself or performing manual tasks? ☐ Yes ☐ No

**5.** Do you have a physical, mental, or other health condition that has lasted six (6) or more months and which limits the kind or amount of work you can do at a job? ☐ Yes ☐ No

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**AFFIRMATIVE ACTION DEFINITIONS**

**American Indian or Alaskan Native.** A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

**Asian/Pacific Islander.** A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

**Black/African-American.** A person with origins in any of the Black racial groups of Africa.

**Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

**White/Caucasian.** A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Disabilities.** For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorders such as mental functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

**Disabled veteran.** A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

**Vietnam-era veteran.** A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.

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